

DEPARTMENT OF VETERANS AFFAIRS  
AMARILLO VA HEALTH CARE SYSTEM  
DESIGN SUBMISSION INSTRUCTIONS

**Construct Community Living Center**  
**Project No: 504-223**

1. STATEMENT OF WORK:

- 1.1. The Thomas E Creek Amarillo VA Healthcare System is seeking to engage an A/E Firm to design a stand-alone addition to the Community Living Center by providing Contract Drawings, Specifications, Construction Cost Estimate, Engineering Calculations and subsequent Construction Period Services for the above referenced project.

2. DEFINITIONS/ACRONYMS

- 2.1. CO - Contracting Officer: The Contracting Officer is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

- 2.2. COR - Contracting Officer Representative: Is responsible to furnish technical guidance and advice or generally monitor the work performed under the contract. Representatives will not be authorized to make any commitments or changes, which will affect the price, quantity, and quality of delivery terms. A Contracting Officer acting within his/her authority is the only authorized Government employee to execute all changes to a contract.

- 2.2.1. The COR is: Alejandro Ortiz, 806-354-7882  
[alejandro.ortiz2@va.gov](mailto:alejandro.ortiz2@va.gov)

3. GENERAL INFORMATION:

- a. The A/E shall develop and provide a set of Contract Drawings, Specifications, Construction Cost Estimates and Engineering Calculations in accordance with VA Program Guides and Manuals. Documents will be complete for bidding and construction contract purposes which achieve the project scope and objectives.

1. The A/E shall employ the following professional personnel to perform the services required. Such listings below shall also provide the individual's specific job title.
- (a) Principle-in-Charge
  - (b) Civil
  - (c) Project Manager
  - (d) Electrical
  - (e) Architectural
  - (f) Specifications
  - (g) Structural
  - (h) Estimating
  - (i) Mechanical
  - (j) Interior Designer

2. The design of architectural, structural, mechanical, electrical, civil, or other engineering features of the work shall be accomplished by Architects or Engineers registered in a State or possession of the United States or in Puerto Rico or in the District of Columbia.
- b. HAZARDOUS MATERIAL ASSESSMENT:
    1. The Amarillo VAHCS does not expect any hazardous material or waste for this project.
  - c. UNDERGROUND UTILITY LOCATIONS:
    1. The Amarillo VAHCS will provide available information on underground utilities but an underground locating service will be provided by the A/E for new construction site assessment as part of the design for the 35% submittal. A/E shall provide designs for the relocation of all underground utilities and/or necessary components encountered.
  - d. SEISMIC:
    1. The Amarillo VAHCS does not have seismic restrictions for this project.
  - e. COMMISSIONING:
    1. The A/E shall provide Commissioning services to include reviewing the commissioning test procedures, witnessing commissioning functional testing, reviewing the final commissioning record and making recommendations.
  - f. PHASING AND IMPACTS:
    1. The project's successful completion is dependent upon a coordinated phasing schedule which permits the construction to proceed in an efficient and orderly manner while allowing access to Facility patients and staff. Care must be taken during construction to maintain acceptable emergency egress.
  - g. INTERIOR DESIGN:
    1. Interior design services shall include but not be limited to selecting colors and finishes that are environmentally friendly, easily maintained, and provide a comfortable healing environment. Three color boards shall be submitted at the 95% design submission for approval.
  - h. NEW CONSTRUCTION ROOM NUMBERS:
    1. Room number assignments of new construction space to be included in the 35% submission should be consistent with local VA room numbering protocols as provided by engineering.
  - i. NARRATIVES:
    1. Section 3, sub-section r, paragraph 1. will provide details on narrative requirements. The following aspects of design will require narratives that are to be included and presented during review meetings:
      - a. Phasing and Impact Reviews
      - b. Utilities Capacity Review
      - c. Roadwork/Parking Lot – review plan to effectively avoid ponding
      - d. Estimate – demonstrating inclusion of:

Infection control consideration  
After hour/weekend work differentials, if applicable  
20% deductibles  
Market conditions

j. CHECKLISTS:

1. As detailed in section 5., provide completed checklists for the Schematic Design, Document Design, and Construction Design submittal/presentations. Checklists may be found at the VA website for Schematic Design, Design Development and Construction Documents submittals.

k. DESIGN SCHEDULE:

1. The design time is scheduled for 12 months. Planning, coordinating and scheduling will need to be conducted with this schedule in mind.

l. PRE-PROPOSAL MEETING:

1. A pre-proposal meeting shall be scheduled with the Contracting Officer and Engineering Representative prior to preparation of your proposal. At this meeting, the Statement of Work will be reviewed as well as the existing conditions of the site proposed for the new work. The A/E will have the opportunity to review As-Built Drawings, if any to be provided by the VA, and at their expense and time, make copies of any drawings and other planning documents available to prepare your proposal.

m. DESIGN CRITERIA:

1. The A/E shall utilize the VA Planning, Design, and Construction Criteria listed below to the extent applicable for the scope of this project. Any deviation from this criterion shall be noted with an appropriate explanation at the time of design review submittals. All criteria listed below are available to view and download at the VA's Technical Information Library (TIL) on the internet at <http://www.cfm.va.gov/TIL/>. The COR will provide assistance in obtaining access to and making use of this information as needed. **The A/E should also review the A/E Quality Alerts and Design Alerts listed at this web site as an added measure of quality control during design.** Hard copies of the VA Standard Details may be obtained from VA Standards Service. The A/E is responsible to review and correctly utilize any codes or standards incorporated in these documents by reference. Standard Codes such as the International Building Codes, International Plumbing codes, and NFPA codes shall be utilized as applicable for the design of this project. The A/E should utilize any other codes or design criteria that are considered appropriate in his/her professional judgment. If other codes or criteria are utilized, the A/E shall inform the COR of their use.

2. VA Planning, Design, and Construction Criteria

PG-18-1	Master Construction Specifications
PG-18-3	Design & Construction Standards
PG-18-4	Standard Details (CAD)
PG-18-5	Equipment Guide list

PG-18-9	Space Planning Criteria
PG-18-10	Design Manuals (applicable disciplines)
PG-18-12	Design Manuals (applicable disciplines)
PG-18-13	Accessibility
PG-18-14	Room Finishes, Door and Hardware Schedules
PG-18-15	A/E Submission Requirements, Volume C
PG-18-17	Environmental Compliance

3. This list is not exhaustive and the VA is continually coming out with new design manuals, such as physical security, HVAC Design with amendment, and sustainable design and energy. The A/E is responsible for including all current design manuals and criteria.
4. The following codes and design criteria shall be utilized to the extent applicable. The A/E should have personal copies of these documents for use during the project. The A/E shall make the COR aware of any conflicts between these documents and VA Handbooks, as applicable to this project, and obtain a decision on the acceptable design solution. The A/E is responsible to utilize any codes or design criteria, not listed below, that are considered appropriate in his professional judgment. If other codes or criteria are utilized, the A/E shall inform the COR of their use.

NFPA	National Fire Codes, most specifically,
NFPA 10	Portable Fire Extinguishers
NFPA 13	Installation of Sprinkler Systems
NFPA 70	National Electric Code
NFPA 72	National Fire Alarm Code
NFPA 90A	Installation of Air Conditioning and Ventilating Systems
NFPA 99	Health Care Facilities
NFPA 101	Life Safety Code
NFPA 241	Construction, Alteration and Demolition Operations
(IBC)	International Building Code (for structural design criteria only)
(IPC)	International Plumbing Code
ASHRAE	Fundamentals Handbook
UL	Fire Resistance Directory
OSHA	Standards for General and Construction Industry

n. DRAWINGS (CAD):

1. All drawings shall be accomplished using an automated graphics system using AutoCAD 2010 or a newer version and shall be plotted full size. Utilize VA layering standards. Assure that all information shown on drawings is adequately cross-referenced, clear as to intent, and indicative of owner responsibilities as opposed to Contractor responsibilities. Do not designate references to certain trades typical of subcontractors (refer to "The Contractor" or "The Amarillo VAHCS"). Edit legends to specifically include all required items and to not include extraneous information. Assure that legends and abbreviation charts specifically state range of applicability. Provide individual legends for individual sheets where it is reasonable to do so. VA Standard Details shall be used as a reference in preparing drawing details. Any deviations from VA Standard Details shall be noted to the COR. The A/E shall

be responsible to edit all details, whether VA or A/E standard details, to the specific conditions and requirements of this project. Many notes on VA Standard Details are instructional notes to the designer concerning the use of and editing of the detail and should not appear as detail notes on the construction documents.

o. SPECIFICATIONS:

1. The A/E shall provide the VA fully developed and edited specifications in accordance with the 34 section VA Master Specifications. Specifications will be printed on 8 ½ x 11 bond paper using 12 pt Times-New Roman fonts and will be edited and tailored to fit the scope of the work. If additional specification sections are needed that are not listed in the VA Master Specs, A/E shall write and edit an appropriate CSI format specification section. Do not over specify. Assure that product specifications are not proprietary.

p. CONSTRUCTION COST ESTIMATES:

1. Final estimates shall be completed using a consolidated database; meaning, estimates that are completed within separate disciplines shall utilize the same format and a single summary shall be provided. Magnitude estimates are not acceptable. Line items shall show quantities and unit prices and break out labor and material separately. Special line items for equipment and subcontracts shall be included to reflect accurate overall estimated bid pricing. Labor rates shall reflect minimum wages required to be paid under the Davis-Bacon Act for the local geographic area. Current Davis-Bacon minimum wage rates are available from the Contracting Officer. The A/E shall use the 34-category Master Spec system for estimating to the extent applicable to the project. Any bidding or "design update" contingency shall be identified separately in the line items under mark-up. The bottom line figures shall be escalated as necessary, by the A/E, to reflect expected conditions/costs at the time of bid opening (estimated to be Spring of 2014).

q. SUBMITTAL LOG:

1. The A/E shall develop a list of all submittals required by the specifications during construction. The list shall be grouped by specification section and identify each individual item or group of items, within each specification section. Provide paragraph references for each item. Provide footnotes that identify any chronology or special conditions related to the stated item. Any submittals that are required in more than one section, but only constitute one item, shall be listed with cross-reference. Use the development of the submittal log as a method of quality control for the specifications to assure that submittal requirements are logical and that the products specified do not conflict with information presented on the drawings.

r. NARRATIVES:

1. Written narratives shall be used as part of each design submission in addition to drawings, specifications, estimates, and other required items. The narrative should be used to elaborate on and provide an explanation of key design decisions, alternatives, and issues and in general to communicate all information relevant to the design submission which may not be evident to the VA Design Team by review of other submission materials alone. The narrative

should also summarize key information, input and decisions provided to the A/E by the VA Design Team which may have significantly influenced the course and outcome of the design. During the early stages of design, the narrative should especially be used to document in summary form the key issues, objectives, obstacles and alternatives of the project and a logical explanation of why one design choice was made over other alternatives. Any specific construction phasing requirements necessary to maintain Medical Center Operation and to adequately execute construction of the project shall also be addressed as part of the narrative.

s. **PROJECT CONSTRUCTABILITY AND CONSTRUCTION SCHEDULE:**

1. Throughout the design process, the A/E shall consider the constructability of the project as it relates to certain design choices, construction schedule and estimated construction costs. Issues of constructability and how it affects the design of the project should be addressed in design submission narratives. The A/E shall also be required to establish a preliminary construction schedule indicating the entire length of time estimated for the completion of the construction contract. This schedule shall include pre-construction activities (such as submittals and mobilization), specific construction activities/events, special phasing requirements and final activation of the new space by the VA users. The schedule shall be developed to a level of detail such that the duration of construction activities is measured in weeks. Although a complete and detailed network analysis using the Critical Path Method (CPM) is not required, key relationships between certain construction activities should be indicated. Please provide initial schedule within two weeks of Notice to Proceed.

t. **MEETING MINUTES:**

1. The A/E shall take minutes of all meetings, conferences and site visits. A copy of the minutes shall be provided to the Contracting Officer and COR for concurrence.

u. **OTHER DESIGN MEETINGS AND DESIGN REVIEW TRIPS:**

1. In addition to the scheduled formal design submission review meetings, it is expected that the A/E will need to hold other design meetings with the VA Design Team and make other investigative site visits to coordinate and resolve various design issues and to gather information needed for design. It shall be the responsibility of the A/E to request and conduct such meetings and investigative site visits as necessary to meet the requirements of this contract and to provide a quality design and final set of construction documents. For design site investigations, call ahead to the COR to obtain access to occupied, locked or concealed spaces.

v. **DESIGN SUBMISSION REVIEWS:**

1. Each submission (excluding the 15% review and Final Design submission) will be followed by a VA review period of approximately two weeks. After the review, a submission review meeting at the AVAHCS will be held with the A/E and VA design team to discuss the results of the review, to resolve issues and to review the requirements and goals of the following submission. Design submissions will be reviewed to verify adherence to all contract requirements.

Design review comments shall not relieve the contractor from compliance with the terms and conditions of this contract. Design submissions will be required to be re-submitted in full, if the basic requirements of the design submission are not met or if the submitted material contains numerous and or serious errors and omissions. Time required for resubmissions shall not be grounds for extending other submission deadlines. The A/E shall resolve and answer all VA design review comments and questions in writing no later than 2 weeks after the submission review meeting, indicating the response to, or action being taken as a result of the review comment and shall incorporate any such actions in the following design submission. The 15% review period will be 1 week.

w. ARCHITECTURAL:

1. Show structures, door, equipment, mechanical shafts and space impacted by the project. Provide all necessary plans, details and section views as necessary to convey necessary construction work involved. Exterior designs shall be in keeping with the prevalent Amarillo VAHCS design and surrounding buildings. Provide interior design services in selecting colors and finishes and submit three color boards at the 95% design stage. Provide three electronic 3d perspectives of the building at the 95% design stage for the Amarillo VAHCS use in advertisement of this project.

x. LANDSCAPING:

1. Provide for the installation of plants and irrigation system in keeping with the basic landscape architecture of the Amarillo VA. Redesign and repair all landscape and irrigation systems impacted by the construction.

y. BUILDING UTILITY SYSTEMS:

1. In general, new utility systems will be required for this building. Additionally, there are several special utility system conditions and requirements which apply to this project which result in the need for more or less work depending upon the system. The following is a brief description of special utility conditions and requirements for this project:
  - a. Full medical gas systems shall be provided.
  - b. The existing environmental management system is expandable and is to be incorporated into the project.
  - c. The facility has an existing overhead paging system that is expandable. The new paging system is to be compatible with the existing overhead paging system and incorporated into this project.
  - d. Code blue and bathroom pulls shall be incorporated in all patient restrooms and treatment areas.
  - e. Design work will be required for fire protection and alarm systems as they relate to this new project according to NFPA codes. These systems shall be compatible with existing fire protection and alarm systems.
  - f. Computer, Television, and telephone cabling requirements shall be discussed at the 15% design review.
  - g. Physical security systems, AMAG and panic alarms, are to be incorporated into the project as required.
  - h. UPS must be provided in IDF closets.
  - i. Total emergency power will be required for this project.

z. REPRODUCITON OF SUBMISSION MATERIAL AND BID SETS:

1. The A/E shall reproduce all required design submission materials. These are considered to be a part of the cost of design. The A/E will NOT be reimbursed for these costs.

2. INFECTION CONTROL:

- a. VA infection control requirements/protocols impact construction planning and costs. These requirements are to be reviewed with VA staff and to be factored into cost estimating and contract documents as appropriate.

a1. MATERIAL PROVIDED TO A/E AFTER AWARD:

1. The COR will give the A/E access to all as-built record drawing information that may be helpful to the A/E in the design of this project. However, there is not one single set of as-built drawings which clearly depicts the current conditions of the existing buildings. Rather, there are record drawings of the original Buildings construction and numerous other record drawings subsequent and related to Buildings space and utility systems since that time. Although the record drawings should be accurate to some extent and be helpful in design, the record drawings cannot be assumed to be accurate and the design must not be based on this information alone. It is expected that all existing conditions information which is important to this design will be verified in the field through site investigation work as needed throughout design. Information is also available on hazardous material and underground utilities. These may be referenced but as indicated in the scope of work, dedicated assessments will be done for this particular project.

5.DESIGN SUBMISSIONS & REVIEWS-SCHEDULE AND REQUIREMENTS

a. GENERAL REQUIREMENTS

1. There will be five (5) formal design review submittals followed by the final bid set. The first will be the schematic design 15%. The second will be the schematic design 35%. The third will be completed 65% design development, and the fourth will be at the 95% stage of construction documents. A back check submittal will be required prior to printing the fifth and final bid set submission. Submit review documents and bid documents to the Contracting Officer. Assure that adequate quality control and coordination between disciplines has been provided prior to submitting review materials. The purpose of VA design submission reviews is not to provide quality control for the A/E. In each submittal, the A/E shall incorporate the material provided in response to the prior submittal and make revisions in accordance with the comments made at the prior review meeting. The specific requirements listed below for each submission are minimum requirements. The A/E shall be responsible to evaluate the design process and to include all information for design submission reviews which they feel is necessary for the overall successful and timely completion of the project design. Any deviation from the design submissions minimum requirements stated below must be approved by the contracting officer in advance of submission deadlines.

b. MATERIAL FORMAT & QUANTITIES



1. In each design review submittal, the drawings shall be identified by placing **"SCHEMATIC DESIGN SUBMISSION"**, **"DESIGN DEVELOPMENT SUBMISSION"**, etc. in large block letters above the title block of each drawing sheet and on the cover of other submission documents, as appropriate. The bid sets shall not have any special identifying notations (other than information normally placed in the title block) and shall show the registration stamp of the engineer or architect for the appropriate design discipline.
2. Hard copy prints shall be bound on the left with a border strip. Narratives, specifications, estimates, etc. shall be three-hole punched and submitted in three ring binders with stiff covers. Sections within these documents shall be indexed and easily identified by tabbed separation.

c. FIRST REVIEW/SUBMITTAL 15%: SCHEMATIC DESIGN REVIEW - 30

1. The A/E shall meet with AVAHCS personnel to assess the scope of work, government estimate phasing requirements and impacts so a presentation may be provided no later than 30 days after notice to proceed in which the practicality/viability of the project is assessed with any modifications suggested to help ensure a successful project.
2. The A/E will provide a narrative including a summary of the initial meetings, with the VA design team, key decisions/choices which were made, rough order magnitude estimates, drawings or other materials they deem fit to establish their case including a review of phasing and impact issues.
3. Note: The VA will respond within 2 weeks.

d. SECOND REVIEW/SUBMITTAL – SCHEMATIC DESIGN 35% - 75

1. The second submittal will occur within 75 days after notice to proceed and will include an onsite review at the VA campus of the schematic design.
2. The schematic design submission will be based on previously stated project scope and objectives along with the outcome of the first submittal and the associated presentation and any other relevant design team meetings. The schematic design submission is to be a presentation of the most viable design alternative(s).
3. Submit the following:
  - a. All material required for Schematics as indicated in PG-18-15C, A/E Submission Instructions including a fire protection plan, a life safety plan, a hazardous material assessment, an underground utility location assessment, an updated estimate, a narrative and drawings.
  - b. Narrative: The schematic design narrative should include a summary of the initial meetings with the VA design Team as well as a presentation, discussion and recommendation of various design alternatives which have been explored and evaluated. Key decisions/choices which were made by the VA design team prior to schematic design submission should also be

documented as part of the narrative. As a minimum, the schematic design submission shall identify in narrative form each and all required systems, utilities and major (built-in) equipment with a brief description of its type, location, use and extent. Address constructability issues and their impact on project construction cost. See section 3, subparagraph L for the list of special topic narratives to be given over the course of the project.

- c. Drawings: as indicated in A/E Submission Instructions, PG-18-15C
- d. Specifications: Index of all VA Master Specifications which are anticipated to be used for this project. .
- e. Cost Estimate: Provide a complete estimate with as detailed a breakdown as possible for this stage of design (do not just provide a lump sum estimated cost figure for plumbing for example). Separate cost estimate figures shall be given for any design alternatives being presented for consideration as part of the schematic design.
- f. A/E Review Checklist: Provide a completed A/E Review Checklist for all applicable disciplines accessed from the VA website.

4. Provide 2 CDs and 2 hard copies for the above submittals.

#### 5. VA REVIEW/35% MEETING/COMMENTS

#### e. THIRD SUBMITTAL (65%): DESIGN DEVELOPMENT - 195

- 1. The third submittal will occur within 195 days after the notice to proceed.
- 2. Design Development will be based on the completed Schematic Design Submission. At the completion of Design Development, the exact scope of the project should be fully established such that all critical (cost affecting) design decisions have been made and all aspects of the project are fully defined and developed. The contents of this submission should be a complete description and representation of these design decisions and the resulting project scope of work. At this point, a very accurate and detailed cost estimate is to be developed and must show that the scope and the design of the project are within the project budget. The design will not continue to Construction Documents until the scope and cost of the project as presented in the Design Development submission are verified to be within the available construction funds for the project.
- 3. Submit the following:
  - a. All material required for Design Development as indicated in the "A/E Submission Instructions, PG-18-15C".
  - b. Narrative: The Design Development narrative should build upon the Schematic narrative and should continue to document key decisions and be used to further describe and explain important aspects of design, especially those which may not yet appear in the form of a drawing. As part of the

Design Development narrative, include an outline of work yet to be completed and included on the drawings as part of the Construction Documents submission (details, elevations, schedules, etc.). Further develop constructability issues and their impact on project construction cost and schedule. See section 3, subsection i, paragraph 1, for the list of special topic narratives to be given over the course of the project.

- c. Drawings: as indicated in "A/E Submission Instructions, PG-18-15C".
- d. Specifications: as indicated in "A/E Submission Instructions, PG-18-15C".
- e. Cost Estimate: As stated above, a very accurate and detailed cost estimate is to be developed and must show that the scope and the design of the project are within the project budget. Deductive bid alternates should be broken out separately to show that they account for 20% of the overall budget for construction award.
- f. A/E Review Checklist: Provide a completed A/E Review Checklist for all applicable disciplines accessed from the VA website.

4. Provide 2 CDs and 2 hard copies of submittals

5. VA REVIEW/65% MEETING/COMMENTS

f. **FOURTH SUBMITTAL (95%): CONSTRUCTION DOCUMENTS- 260**

- 1. The fourth submittal will occur within 260 calendar days after the notice to proceed.
- 2. Contract drawings, specifications, and all related documents shall be 95% complete and fully coordinated at this point. All comments from the previous design review should be addressed and the information incorporated in this submission.
- 3. Submit the following:
  - a. All material required for Construction Documents as indicated in the attached "A/E Submission Instructions, PG-18-15C".
  - b. Narrative: At this point, the narrative should represent a concise and complete record of the design process including all key design decisions and the background, reasons for and intent of these design decisions. Continue to use the narrative to communicate any other important information and to provide support to other submission documents.
  - c. Drawings: as indicated in the attached "A/E Submission Instructions, PG-18-15C".
  - d. Specifications: as indicated in the attached "A/E Submission Instructions, PG-18-15C".

- e. Cost Estimate: update and refine the Design Development cost estimate to represent a complete take-off cost estimate based on the Construction Documents submission.
  - f. A/E Review Checklist: Provide a completed A/E Review Checklist for all applicable disciplines accessed from the VA website.
  - g. Submittal Log: submit a complete submittal log according to requirements stated in the Special & Technical Requirements section.
  - h. Preliminary Construction Schedule: submit complete schedule (cost loaded) according to requirements stated in the Special & Technical Requirements section.
- 4. Provide 2 CDs and 2 hard copies of submittals
- 5. REVIEW 95% MEETING/COMMENTS W/ VA AT 260 CALENDAR DAYS AFTER NOTICE TO PROCEED
- g. BACK CHECK DESIGN SUBMISSION – 100% DESIGN – 280 CALENDAR DAYS
  - 1. THE BACK CHECK SUBMITTAL WILL OCCUR WITHIN 280 CALENDAR DAYS OF THE NOTICE TO PROCEED DATE.
  - 2. The primary purpose of the Final Design submission is as a back-check of the Construction Documents submission to ensure that all review comments and issues raised during the review of the CD submission have been addressed and incorporated in the Final Design submission. Should there be any additional comments to address or changes that need to be made after receipt of the Final Design submission, the A/E shall make these corrections prior to printing of bid sets. The Final Design submission must be approved and drawings signed by VA officials before reproduction of bid sets can begin.
  - 3. Submit updated and final copies of all submission materials identified for the Construction Documents submission (Narrative, drawings, specifications, calculations, estimates, submittal log, infection control form and construction schedule). Submit 2 sets of everything. Forward the original reproducible cover sheet with this submission for VA key staff signatures. After final drawings have been signed by VA staff, the cover sheet will be returned to the A/E for reproduction of bid sets.
  - 4. The VA will review the back check submission.
- h. FIFTH SUBMITTAL – BID DOCUMENTS – 300 CALENDAR DAYS
  - 1. It is intended to have electronic copies of all Bid Documents available to potential bidders in an electronic format.
  - 2. The bid documents will be provided within 300 days of notice to precede and will include:
  - 3. Six sets of final drawings: Four full size sets and two reduced (15"x22") sets.

4. Six sets of final indexed and bound specifications double sided.
5. Two sets of CDs with updated AutoCAD drawings, PDF format drawings and specifications. Bid documents shall be on separate CDs than estimates and other documents.

## 6. CONSTRUCTION PERIOD SERVICES

1. Attendance at (1) Pre-Bid Conferences and (1) Pre-Construction meeting.

2. **General** (see also SP 27)

The Contracting Officer reserves the right to terminate any construction period services, without payment for services not completed, if such services are not needed or are not being adequately completed.

3. **Response to RFI's** (see also SP 29)

When RFI's from prospective bidders or the contractor are received and the questions relate to work completed by the A/E, the Request For Information (RFI) will be forwarded to the A/E for review and response. The A/E shall evaluate the Request For Information (RFI) and make a recommendation to the Contracting Officer that either no information/no change is necessary, that information be provided as a clarification (no impact on contract price) or that a revision be made to the documents in the form of an amendment. Within 48 hours the A/E shall provide in writing the information, clarification or revision material needed to properly answer the RFI and to resolve the issue. The A/E shall include a cost/credit estimate for RFI's which result in a change to contract cost.

4. **Submittal Review** (See also SP 28 & 31)

Contractor submittals will be sent to the A/E for their review. The A/E will be required to review contractor submittals for adherence to contract requirements and then forward their recommendation of approval/disapproval to the VA contracting officer within 7 calendar days. The COR shall take final action of approval/disapproval on each submittal and shall prepare and send a formal return of submittal to the contractor.

5. **Site Visits** (See Also SP 32 – SP 34)

Day to day construction administration will be performed by the COR. The A/E shall make site visits during construction at the request of the Contracting Officer to inspect work installed by the contractor, to resolve issues, review the status of in-progress as-built drawings and for other reasons deemed necessary. The maximum number of site visits anticipated is 12 visits. Visits shall include attendance at 1 Pre-Bid Conference and 1 Pre-Construction meeting.

6. **As-built drawings** (see also SP 30)

The A/E shall be required to prepare a set of As-Built record drawings at the completion of construction. They shall be completed within 30 days after receipt of the redlined prints.

END OF STATEMENT OF WORK